

DETENTION OFFICER TRAINEE / DETENTION OFFICER

Purpose:

To actively support and uphold the City's stated mission and values. To operate the City prisoner detention facility, and to perform record keeping and technical work in the processing and housing of prisoners.

Supervision Received and Exercised:

Receives general supervision from a Detention Supervisor or from other supervisory or management staff.

Distinguishing Characteristics:

Detention Officer Trainee

This is the entry and training level class in the Detention Officer series. Employees in the trainee level will complete a city specified Corrections / Detention Officer certification training program along with learning detention duties and functions under close supervision.

Detention Officer

This is a full journey level class within the Detention Officer series. Employees within this class are distinguished from the Detention Officer Trainee by having completed a recognized detention / corrections training program or a recognized state or federal law enforcement program; by the performance of the full range of duties as assigned to detention functions; and after successful completion of the training/probation period required by the Tempe Detention Division. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware and able to interpret the operating procedures and policies of the work unit. Positions in this class will be staffed through advancement from the Detention Officer Trainee level providing the employee has completed the internal training program, meets the minimum qualifications for the Detention Officer level and is performing the full range of responsibilities.

Essential Functions:

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Detention Officer Trainee / Detention Officer (continued)

Duties may include, but are not limited to, the following:

· Process prisoners into City jail; take mug shots of prisoners; search prisoners: take inventory of prisoner's personal property; grant phone calls; obtain fingerprints; fill out

necessary booking sheets and record entries in the booking log.

Maintain the jail facilities and equipment; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to

another; clean jail cells as necessary.

Restrain combative, suicidal, or mentally disturbed prisoners; determine if prisoners are

ill or injured and obtain medical attention as necessary.

Ensure timely court appearances for all prisoners; escort prisoners to City Court for

appearances; prepare bond receipts and collect bonds.

Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with court clerks when bond is posted; disseminate

paperwork to appropriate areas when prisoners are released or transferred; perform

prisoner transportation duties.

Operate computer terminals to retrieve warrant and records information on prisoners;

confirm warrants from other jurisdictions.

Follow all required OSHA/Safety Training/departmental guidelines which may involve

wearing a ballistic vest and/or carrying a firearm.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Detention Officer Trainee

Experience working in a law enforcement environment or related field is desirable.

Detention Officer

Six months of either full-time Adult Corrections / Detention Officer or law enforcement

experience.

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Detention Officer Trainee / Detention Officer (continued)

Education:

For Both Positions:

Equivalent to a high school diploma or G.E.D.

Licenses/Certifications:

Detention Officer Trainee

Successfully complete a city specified Corrections / Detention Officer certification training program prior to completing initial probation.

Detention Officer

Possession of Corrections / Detention Officer Certification from a federal, state, or county training facility or possession of a federal or state law enforcement certification from a certified federal or state training facility. Proof of Certification is required at the time of application

Additional Requirement:

Must pass Police polygraph and background examination.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 087 / 118

Status: Non-Exempt / Classified